



**MINUTES OF THE MEETING OF**  
**The Community Events Group**  
**Monday 13 June 2022**  
**Loose Pavilion, King George V Playing Field.**

**Taking part:** Peter Rigby (PR), Tony Oliver (TO), Joanna Miles (JM) Cathy Patton (NLRA)

**Also present:** Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

**1. Apologies for absence**

Apologies were received from Pat Excell and Beryl Gibson.

**2. Chairman's welcome and explanation of the role of the Community Events Group**

PR welcomed everyone. All present were familiar with the role of the group as had been involved in previous meetings or with previous fetes.

**3. To receive any declarations of pecuniary interest on items in the agenda**

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest (*as agreed by LPC 21 Jan 13*)

As stated at the previous meeting, is likely PR's company Antrix will be involved with the programme, so he will complete the necessary forms at that time.

**4. Group introductions for the benefit of new and existing members**

PR thanked CP for attending to represent NLRA in the absence of Pat Excell.

**5. To discuss and update the Action List (created from the 28 March 2022 meeting), for the 2022 Loose Fete, to include the following aspects:**

**a. Fete Programme**

PR shared the programme cover, main poster and dog show poster he had drafted. Nellsar have agreed to meet the costs of printing the fete programme which will be delivered to 2000+ homes in the Parish and North Loose. It will also go on the fete website. Advertising costs have been agreed for quarter (£40), half (£70) and full page (£140) and there are 12 pages available. NB to approach previous advertisers and include advertising in the Facebook post. Need to check the date required for collation by Nellsar.

**b. Publicity including banner and boards**

It was agreed that the boards are fine and just need the date modified.

The banners have been found. Dates will need to be modified but most are usable.

**c. Dog Show**

JM updated on her organisation of the dog show so far. It was agreed that the poster should have JM's contact number, not KO. A Kennel Club registered judge has been

found and he is flexible in terms of class numbers. The dog show will be in 2 parts (4 classes each section (1.30-2.30pm and 3.30-4.30pm). The interval hour will be allocated to Detling Canine Society to run a dog display session and then Temptation Alley. Prizes were discussed with different options. JM and NB to look for a good value supplier. PR offered to produce certificates. The Best in Show and 2 runners up will need a larger prize. A thank you gift is needed for the judge.

**d. Games**

It was agreed to remove the children's' games slot, adding Temptation Alley which is interactive and children can join in with their dogs. PR to remove from the poster and add vintage cars.

**e. Arena Events**

NB has contacted Loose Women Morris dancers who have confirmed they are not available. JM has secured agreement from Brass Cars that they will provide some cars for display (part of a wedding business). Will need consideration where to best place and find out if owners or chauffeurs will be supervising.

The arena events from 2.30-3.30pm will be Detling Canine Society Ringcraft followed by "Have a go" Dog Temptation alley with flexibility for that to continue if popular. The agreed Zumba display can now have a choice of slot as it will take place whilst the dog show is on. Anne Rigby to contact for confirmation.

**f. Refreshments and Bar**

BG has confirmed everything is OK with the church volunteers for providing light refreshments. Nothing further had been secured regarding a bar. It was agreed that The Walnut Tree should be approached.

**g. First Aid and Health & Safety**

TO still to book his course in the school holidays as working term time. JM is qualified and VG. Possibility that their might be others amongst the church volunteers.

NB has drafted the MBC online document, using the previous one written by KO. Some documents are in place (insurance etc.) and NB is consulting with PR for others to be updated e.g. Event Plan.

**h. Stallholders**

The paperwork for stall holders was completed with the costings agreed at the last meeting. Peter Shayler has also kindly donated a £50 prize for the best themed stall. Paperwork has been sent out to anyone enquiring. NB to approach previous stallholders and advertise on social media. CP advised that NLRA would like a stall this year.

**i. Raffle and Tombola**

JM has obtained some excellent raffle prizes already (a £50 pub meal, a large spa hamper, a sweet hamper). Some stall holders have donated prizes. TO offered to approach Lucky's (NB to find the previous letter). JM offered to approach Niki's florist. Other suggestions include Morrisons, Sainsburys, Dominos and Beautique.

NB to approach previous donors, or link with advertising / sponsorship discussions. After research, it was confirmed that we cannot sell tickets before they day, they can only be

sold at the event, or a license is required. Need reliable trustworthy sellers to go round on the day. Discussed number of prizes and whether smaller donations should go into the tombola. PR suggested the raffle and tombola go together in the larger marquee. TO advised that Tom Oliver is willing to help on the day.

It was discussed that a collection point for tombola prizes may be required.

**j. Advertising and Sponsorship**

As per section a. above, advertising prices have been agreed so now need to seek advertisers. Discussed size of adverts for sponsors and agreed it would depend on paid take up and how much space is left.

The previous Wards boards list has been located and NB has started approaching people. Some residents signed up at Community Coffee morning. PR to chase up with Wards office for the date they require the names and addresses and confirm that they require 30.

**k. Public address system**

Although David Stevens will unfortunately be unavailable, his wife Pam and their son have agreed to attend and do the public address system.

**l. Fete Opening**

Confirmation has been received that the new Mayor Derek Mortimer and his wife will attend to open the fete. NB confirm with MBC that 13:00 is the official opening time.

**6. To discuss budgets / spend / income for Events**

KO has confirmed that the fete is not specifically given a budget, but items required can obviously be purchased. Where possible these should be bought through the office as this means VAT can be claimed back, and LPC can pay directly. Purchases made by volunteers or councillors must have been agreed and then must be claimed back using the standard expense form. Again, where possible, if invoices or receipts can be obtained with "Loose Parish Council" on, then vat can be reclaimed.

TO advised that spray paint will be required for marking the field.

**7. Any Other Business**

At the last meeting It was agreed that the Chair and Vice Chair could not be voted in as there were too few present. It was agreed that this working group does not require these positions.

PR requested that where information is circulated for a decision by email/round robins, responses and comments are made by as many as possible as the team is small.

It was agreed that a list of essential roles should be created to know how much manpower is required and all can seek other helpers.

**8. Date of Next Meeting – 25 July 6.45pm**

Meeting closed at 9:35pm.